



Climbing Escalade Canada ("CEC") Performance Advisory Group Terms of Reference

Official Policy Name

CEC-HP-08 Performance Advisory Group (PAG) Terms of Reference

Purpose / Mandate

The Performance Advisory Group (PAG) will support CEC's values and mission to help achieve the objectives of the High Performance Program (HPP). The PAG is an advisory committee that will support the High Performance Coordinator (HPC) by providing expert advice on matters dealing with physical and mental performance.

Goals and Objectives

The objectives of the PAG include, but are not limited to:

- Help CEC reach the High Performance Program's mandate and objectives
- Provide expert advice to the High Performance Coordinator on topics related to athlete physical and mental health/performance
- Pending on budget and strategic directions, the PAG may be invited to complete specific projects under the supervision of the HPC

Jurisdiction

The PAG will provide advice to the HPC on matters such as training plans, nutrition, sport psychology and other relevant fields of high performance. The specific projects supported by the PAG will be determined by a consultation with the Athletes' Commission, in concordance with the CEC High Performance budget and strategic priorities.

Members/Composition

There shall be no fewer than 3 and no more than 8 committee members, in addition to the High Performance Coordinator.

Expertise in the roles of the following:

- Strength & Conditioning / Exercise science
- Dietician / nutrition
- Sport Psychologist
- Physical therapist / medical doctor
- Other high performance fields

Membership Process

The open call for applications shall be posted publicly on the CEC website no less than two (2) months before the term expiration of any committee member, with a deadline for applications no less than one (1) month before the term expiration of any committee member.

All individuals are welcome to join the PAG; however, preference shall be given to those experienced in high performance sports. The Executive Director (ED) and the High Performance Coordinator (HPC), in their sole discretion, shall review the open call applications each year and recommend which of the applicants shall be appointed to the PAG. Selected committee members must be endorsed by the board of directors.

The Athletes Commission may appoint an Athlete Representative to serve as a member of the PAG. The Athlete Representative will have all the rights, privileges, and responsibilities of any other member of the PAG except that,



notwithstanding anything in these Terms of Reference, the Athlete Representative shall serve at the pleasure of the Athletes Commission.

The Board in its sole discretion but preferably in conjunction with a recommendation from the HPC, may remove any member of the PAG, if any. Removal of members of the PAG may be conducted regardless of whether cause for removal is established but must be conducted respectfully.

Members of the Board may apply and be appointed to the PAG (“Regular Board PAG Member”) provided they comply with the terms of this policy and undertake to refrain from representing the Board at PAG meetings. Board members applying for membership on the HPGC must not participate in or be present at the endorsement process conducted by the Board in relation to the membership of the PAG.

Members are appointed for a term of 1 year. There are no limits to the number of consecutive terms for any one committee member.

Work Methods

All PAG work will utilize a shared learning approach with an emphasis on discussion and evidence-based decision making.

Frequency

The PAG will meet at least 4 times a year, and as needed, to review current high performance data and strategies. Specific dates will be communicated closer to meeting times.

Meeting Process

Every meeting must include:

- Meeting Chair: Responsible for directing conversation and ensuring adherence to the agenda;
 - Meeting chair may be someone other than the committee chair.
- Secretary: Person appointed by the committee that is responsible for recording meeting minutes. Can be different or the same at each meeting.

Conflicts of Interest

Due to the nature of the PAG membership composition, conflicts of interest may arise, but should be avoided when possible. Such examples can include but are not limited to: parents of HP athletes, coaches of HP athletes, HP athletes themselves, sponsor of a HP athlete, etc.

All conflicts must be disclosed in the application process. The HPC and ED, in their sole discretion, will determine which conflicts are acceptable and which are not. Once appointed, it is the responsibility of each member of the PAG to disclose their conflict and abstain from discussion and voting when they face a situation where they could benefit from the outcome of the vote. In some cases, a temporary expert (such as a director of CEC or a member of the HP Governance Committee) may sit in place of the person with conflict.

Consensus Model and Voting Rules



Decisions made by the PAG should be made via a consensus decision-making model. A consensus decision-making model is a group decision-making process in which group members develop and agree to support a decision in the best interest of the whole.

If consensus cannot be reached on decisions requiring a unified recommendation, a vote shall be taken pursuant to the following requirements:

- A minimum of 60% of committee or sub-committee members need to be in attendance or by proxy order to achieve quorum to conduct business.
- If quorum is met, an action shall require at least 75% approval of the members in attendance or by proxy at the meeting.
- If a committee member is unable to attend, they may assign a proxy in writing to vote on their behalf.
- If quorum is met, the members shall vote using either of the following methods, as decided by the meeting chairperson:
 - show of hands, or
 - anonymous ballot, as decided by the chairperson of the meeting
- Board representatives, if in attendance, are present to represent the Board's interest, and cannot cast a vote. They will cast a vote at the Board level if needed.
 - For greater clarity, Regular Board PAG Members are not considered, and are not eligible to be, Board representatives for the purposes of this section. Accordingly, a Regular Board PAG Member may not represent the interests of the Board as a Board representative and therefore may cast a vote. If a Board representative is required or requested to attend a PAG meeting, a Board member other than the Regular Board PAG Member must attend.

Reporting and Recommendations

Reporting and recommendations shall be governed by the following rules:

- The HPGC shall develop and provide recommendations, and share this with the chair of the committee and/or the HPC;
- Recommendations or approvals are then presented to the Board, and if required, will be voted on by the Board.

Communications

A group email and phone number list will be created for all members of the PAG. Email and phone lists are ONLY to be shared amongst the PAG members and must not be shared with anyone outside of the PAG unless express permission to do so is granted to the HPC.

The HPC must only approve the sharing of email or phone numbers in accordance with applicable privacy and anti-spam legislation.

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